



Minutes of the Barrington Hills Communications Committee Meeting Number 3, September 26, 2005 Final

Chairman Beth Mallen called the meeting to order on September 26, 2005 at 5:35pm in the Barrington Hills Village Hall Training Room.

1. Roll Call of Members

Present:

Beth Mallen, Chairman

Nikki Panos, Vice Chairman

Maureen Prettyman, Member

Dan Mjolsness, Member

Vicki Kelly, Member

Walter E. Smithe, Village Trustee Sponsor

Bob Kosin, Village Administrator, Sponsor

Absent:

Barbara Kemp, Recording Secretary

Late Arrival:

Lucinda Hanover (at 6:00pm), Member

OLD BUSINESS

2. Minutes of Prior Meeting

Due to absence of Barbara Kemp, Recording Secretary, approval of prior meeting minutes is deferred until next meeting.

3. Newsletter

Nikki Panos sent the newsletter to Dundee Press last week. It's expected to be completed tomorrow (9/27/05) with delivery to the Post Office by Friday (9/30/05). Bob Kosin will be at the Post Office when the newsletter delivered. The committee commended Nikki on the great job she did in getting the newsletter launched. There was a discussion about tactics used by committee members in researching articles for the newsletter. Bob Kosin informed the committee that a governmental study, not private contractors are eligible to be used as sources for a newsletter funded by public dollars.

NEW BUSINESS

4. Newsletter

Nikki suggested a quarterly newsletter with publication dates of January 1, April 1, July 1, and October 1. Deadlines for submission of articles will be one month prior to publication. The website will be used to update residents of Village business between publication dates. Vicki made a motion to approve the quarterly newsletter, Lucinda seconded. Motion approved. (6-0-1)

Trustee reports will not have bylines from Committee Members. Special interest articles will have author's byline.

Beth discussed featuring the Barrington Hills Police Department as a special interest article for the January 2006 newsletter. Suggested topics include: police coverage, crime rates, block captain system, and percentage of homes with alarm systems connected to Barrington Hills Police Department.

A resident of Barrington Hills with journalism experience, Linda Fox, will be invited to the next Communications Committee meeting (October 24, 2005) to discuss writing special interest articles.

5. Website

Beth addressed the need to upgrade the website. Dan has experience with Internet design for medical education. He and Vicki will work on making the website more visually appealing and user-friendly along with putting the newsletter on the website.

6. Open house

Lucinda proposed organizing an Open House at The Village Hall during the month of December. It will be an opportunity for residents to meet

the Trustees, Police, Fire Department, and Village employees. Lucinda will work on a proposal for the Open House to be voted on at the next meeting.

7. Dismissal

Lucinda Hanover made a motion to adjourn at 7:02pm. The next meeting is on Monday October 24, 2005 at 5:30pm. Lucinda and Dan will be unavailable to attend the next meeting. Nikki seconded the motion. Motion approved. (6-0-1)

Meeting Documented: Vicky Kelly
Approved: October 17, 2005 6-0-1